

Selection Success
**“How to Put Your Best Foot
Forward”**

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A-E Contracting %

(Based on Expenditures)

FY	MILITARY	CIVIL WORKS
99	73.3%	46.8%
00	71.3%	49.4%
01	71.5%	53.4%
02	72.0%	51.7%
03	74.2%	50.8%

A-E Contract Awards

FY	AWARDS (K\$)
1997	851,202
1998	980,953
1999	884,381
2000	889,897
2001	810,237
2002	1,081,828
2003	1,589,558

Does not include all environmental consulting
not procured by Brooks Act

A-E Services – FY03

NAICS	DESCRIPTION	(K\$)
541310	ARCHITECTURE	343,090
541320	LANDSCAPE ARCH.	6,785
541330	ENGINEERING	1,182,947
541360	GEOPHYSICAL S&M	7,117
541370	S&M (EXCEPT 541360)	49,541
541410	INTERIOR DESIGN	78
All Above	TOTAL A-E SERVICES	1,589,558
88% by IDCs; 34% to Small Business		

From Where We Sit

- Average number of A/E Selections per year in the Louisville District = 10
- Average number of submittals received per solicitation = 40
- Number of individuals who sit on Pre-selection & Selection Boards = 70 & 30
- Average number of hours devoted to selection procedure per solicitation = 160

Indefinite Delivery Contracts

- Main A-E contracting tool – 86%
- Multiple awards preferred:
 - All firms must be considered. Document decision.
 - Price can't be a factor!
- Limits: \$3M over 3 years; \$5M over 5 years if SB set-aside.
- Minimum quantity:
 - 2%/1% rule eliminated. KO now has discretion.
 - Not a minimum guarantee! A-E must prove costs.

FY05 ID/IQ Solicitations

Type	PoC	Size/Type	Comments
Army Reserve AE	502-315-6310	F&O	3 contracts, \$15M capacity each
Army Reserve AE	502-315-6310	SB, types TBD	3 contracts, \$3M capacity each
Army Reserve AE	502-315-6310	SB, types TBD	3 contracts, \$3M capacity each
Master Planning AE	502-315-6503	SB, types TBD	1 contract, \$3M capacity
Civil/Structural Analysis AE	502-315-6240	SB, types TBD	1 contract, \$1.5M capacity
District-wide Military/CW AE	502-315-6503	SB/8a/SDV	3 contracts, \$1.5M cap. each
Drilling/Geotech Lab Services	502-315-6370	TBD	2 contracts, \$1.5M cap. each
BGAD Design/Build	502-315-6503	HubZone	1 contract, \$30M capacity

USACE A-E

Contracting Policy

- Engineer FAR Supplement (EFARS):
 - Subpart 16.5: Indefinite Delivery Contracts
 - Subpart 36.6: Architect-Engineer Services
 - <http://www.hq.usace.army.mil/cepr/asp/main/parc.asp>
- EP 715-1-7 - Architect-Engineer Contracting:
 - Detailed guidance and procedures for A-E contracting
 - <http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep715-1-7/toc.htm>
- Engineering and Construction Bulletins:
 - Quick method to issue information and directives
 - <http://www.hnd.usace.army.mil/techinfo/ECbull.htm>

A-E Evaluation Boards – Preselection and Selection

- Engineering Division oversees the A-E selection process and chairs all boards
- Boards are composed of registered professional personnel with experience in engineering, architecture, construction and acquisition
- Must be rational, consistent and fair
- Compare firms' qualifications using criteria in the synopsis
- Using agency invited, but must be qualified



General Selection Criteria

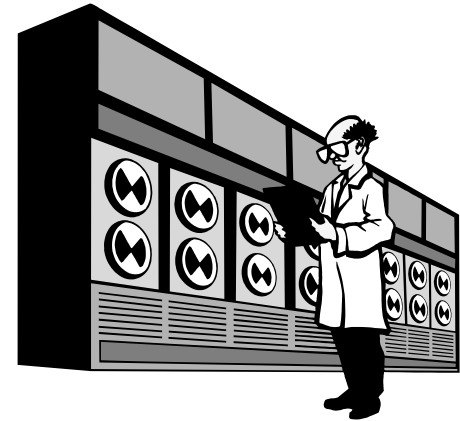
FAR 36.602-1 / DFARS 236.602-1

- Professional Qualifications
- Specialized Experience and Technical Competence
- Capacity
- Past Performance
- Knowledge of Locality
- Location of Firm*
- Volume of Recent DOD Work*
- Participation of Small Businesses and Small Disadvantaged Businesses* (not applicable overseas)

* Secondary factors per DFARS

Architect-Engineer Contract Administration Support System (ACASS)

- Maintained by Portland District
- Data base of:
 - A-E qualifications
 - DOD A-E contract awards
 - DOD A-E performance evaluations



Performance Evaluations – The Rules

- Required for all task orders over \$25,000.
- Use DD Form 2631 - 5 overall rating levels.
- A-E firm must be allowed to comment on proposed “marginal” or “unsatisfactory” rating, and can rebut to higher level. See EP 715-1-7, Chapter 6.
- Transmitted electronically to ACASS and maintained for 6 years.
- A-E firm must be provided copy of final evaluation.
- A-E firms should follow up with Corps PM if they don't receive evaluation within 60 days of completion of work. **Make sure we do our job!**

How Performance Evaluations Are Used

- Excellent or unsatisfactory past performance can be pivotal in selections.
- ACASS is the primary source of past performance information (PPI), but any other credible, documented PPI can be used.
- Boards must consider relevancy of PPI: similarity of work, role in contract, which office, recentness.
- Firm can submit PPI with SF 330, and explain any past problems.
- Firms must have a chance to comment on any adverse PPI that will be used in selection decision.
- No PPI = neutral rating.

ACASS Evaluations (USACE Only)

Overall Rating	Percent
Excellent/Exceptional	23.6%
Above Average/Very Good	34.2%
Average/Satisfactory	41.8%
Below Average/Marginal	0.3%
Poor/Unsatisfactory	0.1%

How to Get Your Performance Evaluations From ACASS

- Fax a signed request on letterhead to the Contractor Appraisal Information Center at 503-808-4596.
- If you want evaluations sent by e-mail, state:
“I am aware that unauthorized third parties may intercept electronically transmitted data. I am willing to accept full responsibility for that risk, and will not hold the US Army Corps of Engineers liable in the event of unauthorized interception. Please e-mail the requested firm information to me.”

ACASS Modernization

- Internet-based
- Contractor access:
 - Directly submit/update SF 330 (via CCR)
 - Retrieve performance evaluations on file (linked w/ PPIRS)
- Electronic routing of performance evaluations:
 - Within government
 - To/from contractor: draft and final
- Built-in quality control checks
- On-line help
- Standard and special reports
- Timeframe: Late 2004

A-E Preselection Board

Optional

- Recommends to the selection board the highly qualified firms which have a reasonable chance of being considered as most highly qualified
- Does not consider secondary criteria:
 - Geographic proximity
 - Equitable distribution of DOD contract awards
 - Participation of SB and SDB
- Report submitted to selection board. No separate approval required

A-E Selection Board

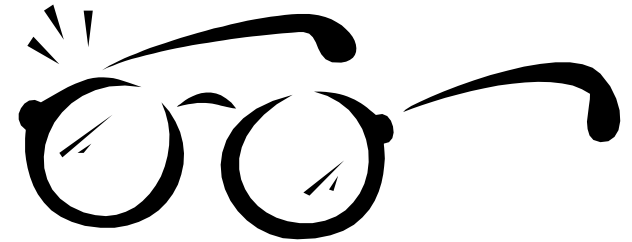
- Initial phase conducted like preselection board if preselection board not held
- Determines most highly qualified firms, in order of preference (minimum of 3)
- Conducts interviews with most highly qualified firms
- Applies secondary criteria as tie-breaker in ranking if needed
- Report must provide clear rationale for ranking of most highly qualified firms and reasons other firms were eliminated.

SB Considerations in Unrestricted Contracts

- Selection: SB/SDB participation in team is a secondary selection criterion
- Negotiation – Subcontracting Plan:
 - Required if prime is not SB and contract > \$500K
 - Ensure maximum subcontracting opportunities for SB and SDB, “*commensurate with the efficient and economical performance of the contract*”
 - Goals must be realistic for specific contract
 - Based on team presented in SF 330

What A-E Evaluation Boards Primarily Look For

- All requirements listed in the synopsis are addressed
- Adequate depth in all disciplines cited in synopsis
 - Generally, same person cannot have multiple roles
 - Should have at least 2 individuals in all key disciplines
- Key personnel have:
 - Degree and registration
 - Pertinent experience
 - Worked on example relevant projects



What A-E Evaluation Boards Primarily Look For

- Prime and subs have:
 - Relevant recent experience in the required type of work
 - Worked together recently on similar projects
 - Clear roles established
- Well defined Design Management Plan
- Established quality management program
 - Present convincing evidence firm has a QC program and uses it
- Unsatisfactory or excellent past performance

Notification of Unsuccessful Firms

(FAR and EFARS 36.607(a))

- All firms shall be notified of their selection status within 10 days after approval of selection report.
 - No notifications after preselection
- Simple letter that does not give reasons
- Advise firm they have 10 days to request a debriefing
- May release name of firm with which a contract will be negotiated (FAR 36.607)



A-E Debriefing

(FAR and EFARS 36.607(b))

- A-E must request in writing or electronically
 - Debriefing may be provided electronically or orally
- Debrief within 14 days of A-E's request
- Base on preselection/selection report
- Discuss significant weak or deficient qualifications
- Will not discuss other firms



GSA Schedule

**CORPS: DON'T USE "GSA
MULTIPLE AWARD SCHEDULE
FOR PROFESSIONAL
ENGINEERING SERVICES" FOR
WORK THAT MUST BE DONE
BY BROOKS ACT!**

**A-E FIRMS: DON'T "TEMPT"
OUR DISTRICTS IF YOU HAVE
A GSA MAS PES CONTRACT!**





Questions?

